

CITY OF LARGO CITY COMMISSION REGULAR MEETING

August 21, 2018
Minutes

COMMISSION PRESENT: Mayor Brown, Commissioners Smith, Fenger, Holmes, Holck, Carroll

COMMISSION ABSENT: Commissioner Robinson

PARTICIPATING STAFF PRESENT: City Mgr. Schubert, City Attorney Zimmet, Asst. City Mgr. Staffopoulos, City Clerk Bruner, Rec., Parks & Arts Dir. Byrne, Housing Grants Spec. Woodard, Mgmt. Analyst Payne, OMB Mgr. Semones, Mgmt. Analyst DiFiore, Asst. Finance Dir. Spuhler, Solid Waste Mgr. Gordon, Comm. Dev. Dir. Stricklin, Engineering Services Dir. Woloszynski, Sr. Engineer Westmark

Mayor Brown called the Regular Meeting to order at 6:01 pm.

Invocation was given by Reverend Michael C. Dukes, Pastor, Judah First Christian Ministries, followed by the Pledge of Allegiance.

CEREMONIAL

PROCLAMATIONS IN MEMORY OF WORTH EDWARD JOHNSON AND RALPH EDWARD HEISLER

The Largo Historical Society and the Heisler-Johnson American Legion Post 119 will be sending representatives to the Alsace province in France in late September to attend a centennial ceremony commemorating the end of World War I. The ceremony will honor each of the 48 American Soldiers who gave their lives in the local campaign to defeat the Germans.

Two of the boys who enlisted to serve our Nation during World War I were students at Largo High School: Worth Edward Johnson and Ralph Edward Heisler. Both of these young men died of their wounds while engaged in battle. Worth Johnson's body was returned to Largo and is buried in the Largo Cemetery. Ralph Heisler is buried in Paris, France.

Mr. Charlie Harper and Mrs. Marilyn Short from the Largo Historical Society will accept the proclamations to present at the ceremony to be held in late September in Alsace province in France.

Mayor Brown welcomed members of the Historical Society and Heisler-Johnson American Legion Post 119. Ms. Byrne read the Proclamations aloud and Mayor Brown presented them to the members of the Historical Society and American Legion. Mr. Harper thanked City staff for their support and described the upcoming Largo's Doughboys Reception on September 1st at the Feed Store. He stated that the City of Largo was already a thriving City when the two young men enlisted.

CITIZEN COMMENT

None

AGENDA – APPROVED

Approval of the Regular Commission Meeting agenda of August 21, 2018.

Discussion:

None

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve the agenda for the Regular Meeting of August 21, 2018.

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Holck, Carroll, Mayor Brown

Absent: Commissioner Robinson

Motion carried 6-0.

MINUTES – APPROVED

Approval of the Regular City Commission Meeting minutes of August 7, 2018 as on file in the City Clerk's Office.

Discussion:

None

Motion was made by Vice Mayor Smith, seconded by Commissioner Fenger, to approve the minutes of the Regular Meeting of August 7, 2018.

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Holck, Carroll, Mayor Brown

Absent: Commissioner Robinson

Motion carried 6-0.

CONSENT DOCKET – APPROVED

APPOINTMENT OF MEDIHA KOLAR AS A MEMBER OF THE CODE ENFORCEMENT BOARD

The Code Enforcement Board is comprised of seven (7) residents of the City of Largo. The Mayor and each Commissioner shall appoint one (1) resident to serve as a member of the Board to run concurrently with the term of office of the Mayor or Commissioner who appointed the member.

Ms. Mediha Kolar is being recommended for appointment to the Code Enforcement Board by Commissioner Samantha Fenger for the remainder of a four-year term which will expire in November, 2018. Ms. Kolar will fill the vacancy created by the resignation of Ms. Marla Garris. Ms. Kolar is a 2017 graduate of the Citizens' Academy.

APPOINTMENT OF ELIZABETH CARDENAS AS AN ALTERNATE MEMBER OF THE PERSONNEL ADVISORY BOARD

The Personnel Advisory Board consists of five members: two members and two alternates who are appointed by the City Commission, one member and one alternate appointed by the City Manager, and two members and two alternates elected at large by the full-time City employees. Alternates serve in the absence of the member for whom he or she is an elected or appointed alternate. The terms of office for members and alternates shall

be for two years.

Mayor Woody Brown is recommending the appointment of Ms. Elizabeth Cardenas as an Alternate Member of the Personnel Advisory Board for a two-year term which will expire in August 2020. Ms. Cardenas will serve as an Alternate to Marlene Rowe and will replace Mr. Charles Treney whose term as an Alternate Member expires on August 31st, 2018. Mr. Treney did not wish to be reappointed at this time. Ms. Cardenas is a 2016 graduate of the Citizens' Academy.

AUTHORIZATION OF ADDITIONAL EXPENDITURES UNDER ANNUAL PURCHASE AGREEMENT BID NO. 16-B-535, SANITARY SEWER, RECLAIMED WATER AND STORMWATER REPAIR, IN THE AMOUNT OF \$251,679

The purpose of this memo is to obtain City Commission approval to authorize additional expenditures from FY 2018 budgeted funds to Bid No. 16-B-535, Sanitary Sewer, Reclaimed Water and Stormwater Repair Annual Purchase Agreement (APA).

This request would authorize additional budgeted funds to be expended under the APA to repair the Acacia/Vonn Road hot spot. The Environmental Services Department has identified a number of locations in the wastewater collection system that require routine maintenance and cleaning at a higher than normal frequency. These areas are commonly known as "hot spots". A total of \$318,000 for the remediation of three of these hot spots has been included in the Engineering Services Department's FY 2018 budget. The three locations are:

- Center Circle, west of Indian Rocks Road
- Keene Park Drive, east of Keene Road
- Vonn Road at the Acacia Subdivision, south of Wilcox Road

The Center Circle hot spot was included in the Lift Station 15 basin Inflow and Infiltration (I&I) abatement work. The Keene Park Dr. hot spot was corrected earlier this year at a cost of \$66,321. This leaves a total of \$251,679 available funding for the Acacia/Vonn Road hot spot repair. Staff is proposing to utilize the City's Annual Purchase Agreement (APA) for Sanitary Sewer, Reclaimed Water and Stormwater Repair to correct the Acacia hot spot. The additional funding allows staff to more effectively assign the corrective actions to the current APA contractor to complete the repairs to the sanitary sewer conveyance system.

AUTHORIZATION TO LEASE HEWLETT PACKARD (HP) PRINTER/COPIERS FOR A 48-MONTH PERIOD FROM TOTALPRINT USA IN THE ESTIMATED AMOUNT OF \$200,000

This memo is seeking authorization for the City to enter into a 48-month lease with TotalPrint USA (located in Tampa) for supporting maintenance, toner and copying and printing functions on 28 multi-function devices throughout the City.

This is both a continuation and expansion of the City's long term copier leasing program. The recent quote received from TotalPrint is slightly less than with the current vendor. Further, the ability to utilize the printing functions with these machines will ultimately reduce the number of "stand alone" remote printers located across numerous City facilities. Standardizing the use of these devices (all HP) throughout the organization with a product line that has proven compatibility with the City's IT operating system will also simplify any required back-end technology support from staff. The requested amount is slightly greater than the quoted amount, accounting for possible variance as cost estimates are predicated on usage (number of sheets).

	Current Annual Cost	TotalPrint USA Annual Cost
<i>Copy/ Printing Services</i>	<i>16,100</i>	<i>26,400</i>
<i>Leasing Services</i>	<i>34,100</i>	<i>20,600</i>
Total	50,200	47,000

The leasing and maintenance support cost for these machines will continue to be both budgeted and expensed to the customer departments. While the lease has been quoted on a 48 month schedule, the vendor has agreed to the City's purchasing terms & conditions which include the fiscal non-funding clause.

AWARD OF BID NO. 18-B-643 TO PURCHASE REPLACEMENT ACOUSTICAL CEILING TILE AND INSULATION FROM YAGMAN CEILING AND DRYWALL CO. IN THE ESTIMATED AMOUNT OF \$96,440

The FY 2018 Annual Budget includes a project to renovate the gymnasium at the Southwest Recreation Center. The primary elements of the renovation project include the replacement of the gymnasium flooring and replacement of the ceiling tiles. The flooring portion of the project is complete. The second phase of the project is to replace existing ceiling tile with noise control acoustical ceiling panels, grid system and ceiling insulation. This needed enhancement was identified to improve the sound quality of the gym and make the space available for a wider variety of programs and events.

The City of Largo issued Bid No. 18-B-643 on June 21, 2018. The bid was opened on July 24, 2018 with three responses. One response was eliminated for failure to attend a mandatory pre-bid meeting. After staff evaluation, the low bid met all project requirements. Yagman Ceiling and Drywall Co. has been a responsive and responsible contractor for the City of Largo for many years and proposed a total cost of \$96,440.

Upon approval of this item, staff will proceed to schedule the work to be completed during a low-usage times at Southwest Recreation Center.

ACCEPTANCE OF A PERMANENT SIDEWALK EASEMENT LOCATED AT 2070 LIONS CLUB ROAD

The City requires a public sidewalk at the new Magic Tilt Trailers development located at 2070 Lions Club Road. The sidewalk must be constructed on the development's private property because there is not sufficient room between the private property line and the roadway edge of pavement for a sidewalk. A permanent easement is required that is the length of the eastern property line and ten feet wide for the use and maintenance of a public sidewalk.

An easement agreement was negotiated with the property owner, MTTRP LLC. The easement agreement has been reviewed and approved by the City Attorney.

A copy of the easement agreement has been sent to the City Commission electronically and posted to the website.

AUTHORIZATION TO PURCHASE THREE (3) REPLACEMENT VEHICLES FOR THE PUBLIC WORKS DEPARTMENT FROM DUVAL FORD AND EVERGLADES FARM EQUIPMENT IN ACCORDANCE WITH THE FLORIDA SHERIFFS ASSOCIATION CONTRACT NO. FSA17-VEH15.0 IN THE ESTIMATED AMOUNT OF \$170,119

The Public Works Department (PW) is requesting City Commission authorization to purchase three (3) vehicles in accordance with the Florida Sheriffs Association Contract No. FSA17-VEH15.0 in the estimated amount of \$170,119. The specifications for the vehicles being purchased were developed in collaboration between the PW Fleet Management Division and the PW Facilities and Streets and Stormwater Divisions to ensure that the vehicles meet operational needs.

Current Vehicle #	Current Make	Current Model	Replacement Make	Replacement Model	Vendor	Quote	Budget	Balance
60-45-27	Ford	Ranger	Ford	F150	Duval	\$23,955	\$24,600	\$645
60-65-27	Challenger	MT297	John Deere	4066R	Everglades	\$44,458	\$80,000	\$35,542
60-66-75	Challenger	MT465B	John Deere	6120M	Everglades	\$101,706	\$110,800	\$9,094
					TOTAL	\$170,119	\$215,400	\$45,281

While the City's general replacement policy is to replace vehicles with like vehicles, changes in operational needs or practices may present a need to change the type of new vehicle that is acquired. Vehicles 60-65-27 and 60-66-75 are both Challenger slope mowers that are purpose built for mowing. The requested replacements for these vehicles are John Deere tractors that can be outfitted for mowing but can also support other attachments to perform different work. This will provide additional flexibility and work efficiency. The purchase of these two tractors was originally approved at the July 17, 2018 City Commission meeting. However, there was an undercalculation of the total purchase price so these two tractors are being resubmitted for approval. This will not result in an increase to the size of the City's fleet, but rather appropriate the necessary funds for these vehicles.

AUTHORIZATION TO PURCHASE TWO (2) REPLACEMENT TRAILER MOUNTED BY PASS PUMPS FROM THOMPSON PUMP & MANUFACTURING, IN ACCORDANCE WITH FLORIDA SHERIFF'S ASSOCIATION CONTRACT NO. FSA17-VEL15.0 IN THE AMOUNT OF \$70,657

The Environmental Services (ES) Department is requesting authorization to purchase two (2) trailer mounted by pass pumps, in accordance with Florida Sheriff's Association Contract No. FSA17-VEL15.0. One pump will be a 4" trailer mounted by pass pump costing \$35,118 and the other pump will be a 6" trailer mounted by pass pump costing \$35,539; total purchase price will be \$70,657. The mobile by pass pumps are currently used to support repair and maintenance activities at the Wastewater Reclamation Facility (WWRF) by moving flow around processes and areas under construction. With construction demands, plant flow changes, and storm related events these pumps are highly efficient in a time of need. The new by pass pumps will replace two (2) existing 6" pumps that have met their useful life expectancy, which is greater than 17 years. The replaced 6" pumps will be sold as scrap metal.

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to approve the Consent Docket without City Commission discussion and including staff background provided in the Commission packets.

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Holck, Carroll, Mayor Brown

Absent: Commissioner Robinson

Motion carried 6-0.

Mayor Brown thanked Ms. Kolar and Ms. Cardenas for volunteering to serve. He also thanked members of the Historical Society and American Legion for attending the meeting. Commissioner Carroll stated that the representatives from these organizations were some of the City's best ambassadors.

ITEMS REMOVED FROM THE CONSENT DOCKET

None

PUBLIC HEARINGS

ORDINANCE NO. 2018-49 – SECOND READING – AMENDING THE FY 2018 ADOPTED BUDGET BY APPROPRIATING REVENUES AND EXPENDITURES IN THE AMOUNT OF \$632,800 WITHIN THE HOME FUND AND SHIP FUND BUDGETS FOR ADDITIONAL PROGRAM EXPENDITURES - ADOPTED

The City of Largo Housing Division receives HOME and SHIP funds each year to carry out its community development and affordable housing projects in accordance with local, state, and federal regulations. In addition to grant funds, the program receives funds from program income received in the form of loan repayments.

More HOME funds are available than originally budgeted at the start of FY 2018 due to higher than anticipated program income and carryover funds from FY 2017. Similarly, additional SHIP funds are available in FY 2018 also due to program income and rollover. The Housing Division works to execute projects and meet targets for expenditure of grant funds, however due to staggered contract terms and multi-year grant fund availability, additional funds are available that were not included at the time of the FY 2018 budget adoption. The budget allocation will be divided among two programs:

- \$282,700 – HOME Program
- \$350,100 – SHIP Program

In order to ensure the Housing Division is able to meet their programmatic goals, staff is requesting to amend the FY 2018 Adopted Budget to reflect increased revenues and carryover available for HOME and SHIP activities this year and provide a sufficient budget appropriation.

City Clerk Bruner read Ordinance No. 2018-49 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Carroll, to adopt Ordinance No. 2018-49 on second and final reading.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Holck, Carroll, Mayor Brown

Absent: Commissioner Robinson

Motion carried 6-0.

ORDINANCE NO. 2018-58 – SECOND READING – AMENDING THE FY 2018 HUMAN RESOURCES BUDGET BY APPROPRIATING REVENUES AND EXPENSES IN THE AMOUNT OF \$300,000 WITHIN THE RISK FUND - ADOPTED

After preparing the FY 2019 Proposed Budget, which includes year-end FY 2018 estimates, projections indicate that the Human Resources (HR) Department will exceed its annual appropriation within the Risk Fund. The area where expenses are higher than budget are health insurance premiums.

Over the past several years, the City has seen an increase in the number of employees selecting health insurance, and therefore an overall increase in the number of lives covered on the plan. This development is a testament to the high quality plan provided to employees; however, the net increase each year has been difficult to project. With the additional premium costs comes an increase in revenue to the fund. An additional \$300,000 is currently projected in revenue from City and employee payroll contributions toward premium costs.

This budget amendment will appropriate the additional \$300,000 in revenue and expenses, resulting in no net effect on fund balance. Should projections change, unspent money will be returned to fund balance.

City Clerk Bruner read Ordinance No. 2018-58 by title only.

Public Hearing/Questions:

None

Motion was made by Vice Mayor Smith, seconded by Commissioner Fenger, to adopt Ordinance No. 2018-58 on second and final reading.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Holck, Carroll, Mayor Brown

Absent: Commissioner Robinson

Motion carried 6-0.

ORDINANCE NO. 2018-64 – SECOND READING – AMENDING CHAPTER 20, ARTICLE I THROUGH V OF THE LARGO CODE OF ORDINANCES – SOLID WASTE, SECTIONS 20-1 THROUGH 20-122 - ADOPTED

This memo requests approval of a solid waste revenue increase (garbage and trash) to fund related operating costs over the next three years. The requested increase will be effective for all bills mailed on or after October 1, 2018.

The last solid waste revenue increase was effective January 1, 2007. Cost increases since 2007 have been absorbed mostly by improving efficiency and using fund balance. Also, per-ton disposal charges (tipping fees) have not increased, which typically comprise approximately 30% of the Solid Waste Fund's operating costs. More of the waste stream is also being recycled today compared to 2007, which has helped reduce disposal cost increases.

Revenue Increase Drivers:

- No rate increase since 2007 (a 5% commercial rate decrease was implemented since 2007)
- Normal revenue growth is low: <1% per year and usually results in related expense increases
- Normal expense increases over the past ten-plus years have increased operating costs (salaries, fuel, insurance, capital, normal inflation, etc.)
- Fund balance has been used, but is reaching a minimum level
- Recycling market changes are projected to increase disposal costs and reduce recycled sales revenue

Establishment of a Debris Removal Reserve for storm damage of \$2 million total reserve over the next 5 years after the experience with Hurricane Irma, which is equal to one year of the recommended revenue increase. Solid Waste revenue only increases when: new customers are annexed; when existing customers redevelop to higher levels of usage; when construction activity increases; or when other service levels change. Normal revenue growth is typically 1% per year or less and any revenue increases also generate additional operating costs. Revenue growth is not projected to keep pace with operating expense growth without a revenue increase.

Lower market demand for recycled materials and fewer foreign buyers are also projected to result in having to pay to dispose of recycled materials in the near future rather than continuing to dispose of recycled materials at no cost, which may add up to \$500,000 a year in additional disposal costs for recycled materials.

The proposed revenue increase was discussed at the July 13, 2018 City Commission Work Session. Total annual revenue from this increase is approximately \$2 million, which is equal to a 20% overall increase. This increase is projected to be sufficient for the next three years (FY 2019-FY 2021).

The proposed revenue increase was discussed by the Finance Advisory Board (FAB) on July 23, 2018. The FAB recommended a 20% rate increase for residential, commercial and roll-off.

Revenue Increase Recommendations:

- Implement a one-time 20% overall revenue increase in FY 2019
- A 20% revenue increase will generate approximately \$2 million in additional revenue annually
- Implement a larger revenue increase for the Residential Customer category to increase the net revenue generated by the Residential Customer category (see table below)
- Next projected rate increase is in FY 2022
- Three possible revenue increase options are presented below. Other options can be developed, if desired.

	Revenue Increase Options (Residential Category/Commercial Category/Roll-off Category)		
	20% / 20% / 20% (FAB Recommended)	25% / 17% / 17% (Staff Recommended)	31% / 13% / 13%
Net Revenue (Subsidy)*			
Residential	(\$400,000)	(\$220,000)	\$0
Commercial**	\$2.8 million	\$2.7 million	\$2.5 million
Roll-off**	\$720,000	\$675,000	\$630,000
Monthly Residential Rate (Currently \$17.65)	\$21.18	\$22.06	\$23.06

*** Net Revenue (Subsidy) equals total revenue by customer category minus direct expenses by category.
** All Solid Waste administrative overhead is paid by Commercial and Roll-off customers' net revenue.**

City Clerk Bruner read Ordinance No. 2018-64 by title only.

Public Hearing:

1. Carol Stupp urged the City Commission to deny the Ordinance or postpone consideration. She stated that transparency was needed regarding fees and the amount to be reimbursed to the City from FEMA. She stated that a new recycling vendor should be found.
2. Robert Bullard urged the City Commission to deny the Ordinance. He stated that there were other vendors who will accept Largo's recyclables. He stated his concern for establishing a contingency fund.
3. Geoff Moakley stated his concern that the proposed increase included money for a reserve fund that may never be needed. He stated that any funds raised should stay in Solid Waste.

Questions:

Mayor Brown stated that the cost of debris removal from Irma was approximately \$1 million, which has not been reimbursed. He stated that the City receives approximately \$6 per ton for recyclables under the current contract with Progressive Waste Solutions, which will be up in February 2019. Mr. Gordon stated that staff will be soliciting bids for a recycling vendor. Commissioner Carroll stated that the City Commission previously gave direction to create greater parity in the Solid Waste Fund between residential and commercial customers. He questioned how the City's bulk pick up service compared to others. Mr. Gordon stated that other municipalities either did not pick up bulk items or charged for the pick up. Commissioner Carroll stated that there was much community support for the City's recycling initiatives. He questioned whether other citizen input has been received on the proposed rate increase. Ms. Spuhler stated that she received one call from a resident supportive of the City's rates. Commissioner Carroll stated that most of the comments he received on the City's solid waste service were very complimentary of the service. Mayor Brown questioned the last rate increase, which Ms. Spuhler stated was in 2007. Commissioner Holmes questioned the impact of a tied vote and whether the vote should be delayed. Mr. Zimmet explained that a tied vote would result in the item moving to the next meeting.

Motion was made by Commissioner Holck, seconded by Commissioner Carroll, to adopt Ordinance No. 2018-64 on second and final reading.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Holck, Carroll, Mayor Brown

Voting Nay: Commissioners Fenger, Holmes

Absent: Commissioner Robinson

Motion carried 4-2.

ORDINANCE NO. 2018-65 – SECOND READING – AMENDING CHAPTER 25 OF THE CITY OF LARGO CODE OF ORDINANCES BY REPEALING ARTICLE II, PUBLIC CONVEYANCES - ADOPTED

Ordinance No. 2018-65 repeals Article II, Chapter 25 of the Code of Ordinances related to Public Conveyances. This article has been determined to be unnecessary and redundant with the provisions in Chapter 22 related to the requirement for a Business Tax Receipt. Also, the regulation of public conveyances and the provisions related to inspection of vehicles has been determined to be unnecessary.

City Clerk Bruner read Ordinance No. 2018-65 by title only.

Public Hearing/Questions:

None

Motion was made by Commissioner Holmes, seconded by Commissioner Fenger, to adopt Ordinance No. 2018-65 on second and final reading.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Holck, Carroll, Mayor Brown

Absent: Commissioner Robinson

Motion carried 6-0.

LEGISLATIVE MATTERS

AWARD OF CONTRACT AND SCOPE AND FEE TO PENNONI ASSOCIATES, INC. FOR FINAL DESIGN OF MULTIMODAL IMPROVEMENTS AND REHABILITATION OF WEST BAY DRIVE RFQ NO. 18-Q-642 IN THE AMOUNT OF \$344,631 - APPROVED

Staff is requesting authorization to award the scope and fee negotiated with Pennoni Associates, Inc. (Pennoni) to provide engineering services for roadway/traffic and sidewalk/crossing design for West Bay Drive from Clearwater-Largo Road to Missouri Avenue. The project will replace damaged sidewalk on the north and south side of West Bay Drive, repair and rehabilitate the road surface, and install up to two (2) mid-block pedestrian crossings.

Improvements to the West Bay Drive corridor between Clearwater-Largo Road and Missouri Avenue are important to the City and the future growth of the downtown. Redevelopment has begun along this corridor that is creating, and will continue to create, a pedestrian friendly environment with a mixture of residential and commercial uses.

The project will consist of multimodal and ADA improvements that include replacement of damaged sidewalk, repair and rehabilitation of curb ramps and driveway/business entrance aprons, sidewalk/crosswalk realignment, ADA ramps, and constructing up to two (2) mid-block crossings. The project will evaluate the current street lighting and the need for pedestrian lighting improvements concurrent with sidewalk construction. The evaluation will include a cost and feasibility analysis for installation, operation, and maintenance of upgraded roadway and pedestrian lighting by Duke Energy. Pavement repair and

rehabilitation consists of mill, resurface, and re-stripe of approximately ½ mile of existing roadway pavement.

Pennoni is currently not under a Professional Services Contract with the City, but was selected through the Consultant Competitive Negotiation Act. A total of four (4) firms responded to RFQ No. 18-Q-642 and staff shortlisted the four (4) firms to make presentations. The City evaluated the presentations and qualifications provided by the four shortlisted firms and established the following firm ranking for scope and fee negotiations:

1. Pennoni Associates, Inc.
2. Land & Water Engineering Services, Inc.
3. CPH, Inc.
4. George F. Young, Inc.

Pennoni has successfully performed similar final design services for the City. Upon approval of the scope and fee, staff will proceed with final design and prepare a complete set of construction contract plans and specifications. The FY 2018-2022 CIP has design budgeted for FY 2018 and construction for FY 2019. The budgeted design amount based on the initial scope was limited to roadway resurfacing. The current design includes new scope to include ADA improvements, sidewalk replacement, and installation of mid-block crossings in addition to the roadway resurfacing.

The following table indicates the original budget and additional funding available for this expenditure:

<u>Project</u>	<u>Fund</u>	<u>FY 2018 Budget</u>	<u>FY 2018 Est. Expenditure</u>	<u>FY 2018 Balance</u>
DT Multimodal Imp. Seg. 1	WBD	\$40,000	\$110,000	-\$70,000
DT Multimodal Imp. Seg. 1	CGT	\$95,000	\$235,000	-\$140,000
<u>Remaining Available Funds from Awarded Projects</u>				
DT Multimodal Imp. - Trail	WBD	\$432,000	\$0	\$432,000
Hurricane Hermine Imp.	CGT	\$454,000.00	\$378,324.06	\$75,600
Rosery Rd (1) - Design	CGT	\$153,000	\$132,581	\$20,400
County Gas Tax – Misc Repair/Prof. Svcs	CGT	\$100,000	\$20,000	\$80,000

A copy of the scope and fee has been sent to the City Commission electronically, and posted to the City website.

Questions:

Commissioner Holmes stated his concern that the work will be impacted by the West Bay Lofts project. Mr. Woloszynski stated that Engineering staff were working with Community Development staff and the developer to ensure a common standard for hardscape and other elements. He stated that the plan was to coordinate the sequencing of the design elements and their construction and that the timing of the construction will be closely monitored. Commissioner Holmes questioned whether the oak trees will be left there. Mr. Woloszynski stated that the design scope did not change landscaping.

Motion was made by Commissioner Holmes, seconded by Vice Mayor Smith, to approve award of scope and fee to Pennoni Associates, Inc. for final design of Multimodal Improvements and Rehabilitation of West Bay Drive RFQ No. 18-Q-642 in the amount of \$344,631.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holmes, Holck, Carroll, Mayor Brown

Absent: Commissioner Robinson

Motion carried 6-0.

APPROVAL OF THE FY 2019 COMMUNITY PARTNERSHIPS WORK PROGRAM – APPROVED

Over the past decades, City staff have partnered with various non-profit agencies and volunteered time during working hours for causes or projects that improve the City, enhance its public image, or provide environmental impact. Over the past years, Administration has seen the number of organizations and causes grow. With more opportunities come more requests for staff involvement, and the potential for partnering on efforts that do not meet the criteria identified above, or possibly spreading efforts so thin as to diminish their impact.

Staff is requesting re-approval of the organization's Community Partnership Work Program for Fiscal Year 2019. The Program defines what organizations and causes are appropriate for the City to be involved with, and caps the total number of hours any one employee may be approved for participation during the year. The listing of organizations and causes was compiled based on the City's historical partnerships and community outreach (as identified in the City Commission's Future Focus/Strategic Plan). There are no proposed additions or deletions to the list of organizations and causes from last year's program. During FY 2018 City staff volunteered close to 129 hours towards community partnerships (during working hours only).

If the Program is re-approved, it will continue to be brought back to the City Commission on an annual basis.

Questions:

Vice Mayor Smith questioned which departments participated. Mr. Staffopoulos stated that multiple departments had employees who participated. Commissioner Holmes stated that the program was not truly volunteerism because employees are being paid by the City. Mayor Brown questioned the number of employees who participate and the number of hours. Mr. Staffopoulos stated that there were approximately 24 employees who volunteered and that activities such as neighborhood cleanups were not included. Commissioner Carroll questioned the feedback the City has received. Mr. Staffopoulos stated that areas of impact have been the two elementary schools and Habitat for Humanity. Commissioner Carroll asked whether these employees were also involved in other volunteer events. Mr. Staffopoulos stated that he was unsure, however many of the mentors at Ponce de Leon Elementary have continued to mentor students. Commissioner Holck stated that the program was a community partnership, which was one of the City Commission's goals. Mayor Brown stated the City volunteered its employees' time and that he supported the program.

Motion was made by Commissioner Fenger, seconded by Commissioner Carroll, to approve the FY 2019 Community Partnerships Work Program.

Discussion:

None

Vote:

Voting Aye: Commissioners Smith, Fenger, Holck, Carroll, Mayor Brown

Voting Nay: Commissioner Holmes

Absent: Commissioner Robinson

Motion carried 5-1.

STAFF REPORTS

None

ITEMS FROM CITY ATTORNEY, COMMISSION, MAYOR, CITY MANAGER

Commissioner Fenger stated that she would be attending the PSTA Board Meeting the following morning. She stated that she attended the RCS Haven Advisory Committee meeting today.

Commissioner Holmes complimented the Florida League of Cities (FLC) Conference in Hollywood. He stated that the Doughboys Reception at the Feed Store will be on September 1st.

Commissioner Carroll stated that he attended the FLC Conference and spoke with elected officials from neighboring communities and suggested an informal meeting between the affected Mayors regarding the West Bay Drive project. Mayor Brown stated that he would reach out to the other Mayors. Commissioner Carroll stated that he was now on the FLC Board of Directors and may need to do additional traveling.

Mayor Brown congratulated Commissioner Carroll on his new position. He stated that the City had four Home Rule Heroes recognized at the FLC Conference and also received recognition for Largo's sustainability program.

SUMMARY OF ACTION ITEMS

1. Request by Commissioner Carroll that staff determine a contact at Pinellas County to whom to direct inquiries regarding sidewalks on Indian Rocks Road.

ADJOURNMENT

The meeting adjourned at 7:00 pm.

Diane L. Bruner, CMC, City Clerk